

City of Las Vegas

CITY OF LAS VEGAS
LAS VEGAS ARTS COMMISSION
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MANAGER

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REQUEST FOR STATEMENTS OF QUALIFICATIONS (RSOQ) VETERANS' MEMORIAL FOR THE CITY OF LAS VEGAS

SCOPE OF WORK: The City of Las Vegas (City) hereby invites individual artist's or an artist team (Offerors) to submit written **Statements Of Qualifications (SOQ's)** to create a profound and lasting work of art in honor of America's service men and women. The Veterans' Memorial is being funded by *Las Vegas Veteran's Memorial*, a 501 (c)(3) non-profit corporation. The Las Vegas Arts Commission and an evaluation committee will select a finalist that will work with the *Las Vegas Veteran's Memorial* in preparing a design. The design will need to integrate an expandable commemorative component, such as a brick walkway, commemorative wall, or digital reader, where donors can pay tribute to family members or others who proudly served in the armed forces. The successful offerors and finalist will also be asked to submit a design for perimeter fencing to surround the entire park. All design proposals will need to be pedestrian friendly, ADA compliant, and vandal resistant to the extent feasible.

The finalist will be required to provide any structural and electrical engineering plans for the memorial, submit the plans for review and approval by the city of Las Vegas, fabricate the memorial, and install the memorial at Huntridge Circle Park. Each Successful Offeror will need to prepare a budget which will include all costs associated with the fabrication, installation, and maintenance for the work of art. The Finalist will be responsible to deliver the artwork complete and fully installed. All design intellectual property rights, fabrication, labor, materials, transportation, installation, insurance, engineering, landscaping, permitting, and contingency and every other related cost is the sole responsibility of the *Las Vegas Veteran's Memorial* which the Finalist will contract through.

SUBMITTAL DEADLINE: All SOQ's must be received in the Office of Cultural Affairs, 401 South Fourth Street, Suite 180, Las Vegas, NV 89101 **by OCTOBER 29, 2009 no later than 1:30 p.m., Pacific Standard Time (PST).** SOQ's received after the established deadline will be returned to the Offeror, and will not receive further consideration in the evaluation process.

BUDGET: \$800,000

INQUIRIES: Questions regarding this solicitation must be directed to **Michael Ogilvie**, project coordinator, at (702) 229-5256, FAX (702) 383-1129, or email at mogilvie@lasvegasnevada.gov. To ensure a timely response, inquiries should be made by close of business **OCTOBER 29, 2009**.

Prospective Offerors are hereby notified that this Request for Qualifications and all related solicitation documents will be made available on a Telecommunication Device for the Deaf (TTY) or in an alternate format (audio or Braille) upon request to the Office of Cultural Affairs, telephone number (702) 229-5256 or (702) 386-9108 (TTY).

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REQUEST FOR QUALIFICATIONS

1.0 PROJECT OVERVIEW AND DEFINITIONS

1.1 Project Overview

- (a) The City is seeking an artist, or artist team, to create a profound and lasting work of art in honor of America's service men and women. The Veterans' Memorial will be sited at the Huntridge Circle Park, 1251 S. Maryland Parkway, Las Vegas, NV 89104. The Veterans' Memorial is being funded by *Las Vegas Veteran's Memorial*, a 501 (c)(3) non-profit corporation. From the Offerors that respond to this call the Las Vegas Arts Commission will select four (4) Successful Offerors to present a design proposal and maquette to an evaluation committee.
- (b) One (1) finalist will be selected from the Successful Offerors to work with the *Las Vegas Veteran's Memorial* in preparing a final design. The design will need to integrate an expandable commemorative component, such as a brick walkway, commemorative wall, or digital reader, where donors can pay tribute to family members or others who proudly served in the armed forces. The successful offerors and finalist will also be asked to submit a design for perimeter fencing to surround the entire park. All design proposals will need to be pedestrian friendly, ADA compliant, and vandal resistant to the extent feasible. The Finalist will also be required to provide any structural and electrical engineering plans for the memorial, submit the plans for review and approval by the city of Las Vegas, fabricate the memorial, pull any permits necessary, and install the memorial at Huntridge Circle Park.
- (c) The anticipated agreement will be negotiated between the artist selected as a finalist and the *Las Vegas Veteran's Memorial*. **The city of Las Vegas will not be involved in the contracting or negotiating of any contract with the finalist, and will not be held liable for any disputes that might arise.**
- (d) This Request for Qualifications (RFQ) consists of the RSOQ cover page and Sections 1.0 through 2.0 of this document. The Instructions to Offerors are set forth in Section 2.0, and must be followed completely in order for the submitted SOQ to be given full consideration.

1.2 Definitions

As used throughout these documents, the following definitions shall apply:

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| (a) Artist | Individual, partnership or corporation that is responsible for the performance of services in relation to the creation of a work of art. |
| (b) Artwork | The final Deliverable, a work of visual art. |
| (c) City | The City of Las Vegas. |
| (d) Deliverable | Any report, software, hardware, data, documentation, or other tangible item that the Offeror is required to provide to the City |
| (e) Offeror | Individual artist or artist teams that submit an SOQ in response to this RSOQ. |
| (f) Successful Offeror | The individual artist or artist team that is offered an Agreement to create a design and price proposal by the Veterans. |
| (g) Finalist | The individual artist or artist team that is offered the Agreement to prepare design, structural engineering, and electrical engineering plans for the memorial, and submit the plans for review and approval by the city of Las Vegas, and fabricate and install the memorial at Huntridge Circle Park. |
| (h) Las Vegas Veteran's Memorial | The 501 (c)(3) non-profit corporation funding and contracting the artist to create the Artwork. |

2.0 INSTRUCTIONS TO OFFERORS

2.1 General

- (a) SOQ's must be submitted no later than **1:30 p.m., PST**, on the date indicated on the RSOQ Cover Page. Late SOQ's will be returned to the Offeror.
- (b) SOQ's must be submitted in a sealed envelope to the following address:

Office of Cultural Affairs
ATTN: MICHAEL OGILVIE
RSOQ – In Honor Of The Brave
401 South Fourth Street, Suite 180
Las Vegas, Nevada 89101

The envelope must be clearly marked with the **RSOQ Title** and the **date/time for receipt**. Offerors will be wholly responsible for the timely delivery of SOQ's. Faxed or emailed SOQ's are not allowed and will not be considered.

- (c) SOQ's must be submitted in the exact format specified below in Paragraph 2.2 (SOQ Format). Failure to follow the format instructions may result in a negative evaluation of the Offeror's SOQ.
- (d) Offerors assume all costs associated with submittal of the SOQ.
- (e) If it becomes necessary to revise any part of this RSOQ, a written addendum will be provided to all Prospective Offerors by the Office of Cultural Affairs. The City is not bound by any revisions to this RSOQ by City's staff, unless such revision or clarification is provided to Prospective Offerors in writing in the form of an addendum from the Office of Cultural Affairs.

2.2 SOQ Format

Offerors shall:

- (a) Submit the entire SOQ (except for electronic portions) on standard 8 ½" x 11" paper size, not to exceed ten (10) pages, labeled by section to correspond with the specific sections listed in 2.3, "SOQ Content".
- (b) Submit one original and 6 copies of both the hard-copy and electronic portions of the SOQ. The hard-copy version of the original must be unbound, have no holes punched in the pages, and be suitable for processing through a copying machine without causing a paper jam. As part of the City's Green Initiative, the copies are not to be assembled with spiral binding.

2.3 SOQ Content

Section 1 – Offer Statement and Business Information.

- (a) Name and phone number of the representative authorized to negotiate on behalf of the Offeror and answer questions regarding the SOQ.
- (b) A business license is not required to provide an SOQ to the City, but may be required to perform work.
- (c) Acknowledgement of any RSOQ addenda.

Section 2 –Qualifications and Experience.

Include the following information:

- (a) Offeror's Experience. Include a statement that outlines the Offeror's experience. Include Offeror's name, address, telephone number and e-mail address. Offerors should indicate in their statement their strengths, and qualifications applicable to this SOQ. Include any background information that highlights the Offeror's qualifications and ability to complete public Artwork.
- (b) Resources. Describe any specific resources or facilities you own or have access to which allow you to create the memorial. This may include tools, factories and staff.
- (c) Resume. Include Offeror's resume, placing emphasis on public Artwork related projects. Please include budget amount for all completed projects, and indicate team member role if project was a design collaboration. Resume should be no more than two pages.
- (d) Images. Provide ten images on CD of prior work (JPEG files only. Do not send Quicktime files, do not e-mail, and do not send slides). Include a hard-copy annotated visual image identifications sheet that includes at minimum: title of work, medium, dimensions, date completed and project budget. Also include a brief description of the Artwork if necessary.
- (e) References. Provide the names of firms, telephone numbers, email addresses and contact person(s) for at least two references for previous Art projects.

2.4 Award Criteria

- (a) The City is under no obligation to award an agreement(s) for these services and any award issued will be negotiated between the *Las Vegas Veteran's Memorial* and the Finalist. The basis for any potential award would be a review and evaluation of the submitted SOQ's, and award would be made to the responsive and responsible Offeror(s) who's SOQ(s) is most advantageous to the *Las Vegas Veteran's Memorial* and the City. Price, quality, and other factors may be considered. The *Las Vegas Veteran's Memorial* and the City reserve the right to reject any and all SOQ's received.
- (b) The principal criteria for award will be the following:
 - 1. Evidence of artistic excellence through the quality of past work experience;
 - 2. Resources and qualifications of the Artist;
 - 3. Resume; and
 - 4. Documentation and images submitted to support stated qualifications.
- (c) The City reserves the right to consider any other factors when evaluating SOQ's, when such consideration serves the goals and interests of the City.
- (d) Evaluation of SOQ's and recommendation of award(s) will be performed by an Evaluation Team made up of Las Vegas Arts Commission members, local artist(s) who have no personal interest in the project, and a representative from *Las Vegas Veteran's Memorial*.
- (e) The award process will consist of the evaluation and creation of a short-list of Successful Offerors. Each successful offeror invited to be a part of the short-list will be requested to create a design and price proposal that fits within the budget parameters. As part of this price proposal the Successful Offerors will need to develop an annual maintenance budget, or the costs associated with maintaining the work of art after installation. They will also be required to do a site visit prior to creating their design and price proposal. Successful Offerors that create a design and price proposal will be paid for their services by the *Las Vegas Veteran's Memorial and the city of Las Vegas*. The negotiation of that design proposal fee will be between the *Las Vegas Veteran's Memorial*, the *city of Las Vegas*, and the Successful Offerors. One (1) Successful Offeror will be selected as a **finalist** from the design and price proposals to create the Veterans' Memorial and will be offered the award to prepare design, structural and electrical engineering plans for the memorial, submit the plans for review and approval by the city of Las Vegas, and fabricate and install the memorial at Huntridge Circle Park.
- (f) The contract for the award will be negotiated between the finalist and the *Las Vegas Veteran's Memorial*. **The city of Las Vegas will have no involvement in the contracting or negotiating of the contract with the**

finalist, or facilitating of payments. That responsibility and obligation is between the Las Vegas Veteran's Memorial and the finalist.

2.5 Inquiries

- (a) Any questions regarding this RSOQ must be directed to **Michael Ogilvie**, project coordinator, (702) 229-5256, or FAX (702) 329-1129 or e-mail mogilvie@lasvegasnevada.gov. Offerors shall initiate all contact with the City through this designated Office of Cultural Affairs Representative during the period beginning with the issuance of the RSOQ and ending with the award of any Agreement or the completion of this RSOQ, if no Agreement is awarded. This will ensure that all issues are appropriately coordinated and that all Prospective Offerors are afforded equal treatment. Communication between the Prospective Offerors and any non-designated City contact regarding the selection of an Offeror is prohibited from the time the RSOQ is advertised until a resulting agreement(s) is recommended for award. Failure of an Offeror or any of its representatives to comply with this paragraph may result in its SOQ being rejected.
- (b) Offerors should thoroughly review the RSOQ and submit written questions by e-mail to the designated Office of Cultural Affairs representative no later than close of business on the day designated on the invitation page.

2.6 Evaluation

- (a) This Statement Of Qualifications will be reviewed by evaluators appointed by the Las Vegas Arts Commission.
- (b) The definition of "evaluator" extends beyond individuals actually reviewing SOQ's. "Evaluator" means an authorized representative, officer, employee, agent, consultant or member of a governing body who has participated in (i) the evaluation of bids [submittals], (ii) negotiations concerning purchasing by a local government, or (iii) the review or approval of the award, modification, or extension of an agreement.
- (c) A committee of evaluators will conduct an evaluation of timely received SOQ's.
- (d) Evidence of agreement or collusion among Prospective Offerors and Offerors acting to illegally restrain freedom of competition by agreement to bid a fixed price, or otherwise, shall render the offers of such Offerors void.
- (e) Offerors are reminded that the RSOQ Paragraph 2.5 (Inquiries) has established the designated Office of Cultural Affairs as the point of contact during the solicitation and evaluation processes.

